



Embassy of the United States of America

Guatemala City, Guatemala

May 12, 2005

SUBJECT: Employment Opportunity

OPEN TO: All qualified applicants

POSITION: Regional Employment Advisor (REA)/Strategic Networking Assistance Program (SNAP)

OPENING DATE: May 16, 2005

CLOSING DATE: May 27, 2005

WORK HOURS: Full time; 40 hours/week; regional travel required

SALARY: \$25.00 per hour on a contract basis

The Family Liaison Office In Washington, DC is seeking one (1) individual for the position of Regional Employment Advisor under the Strategic Networking Assistance Program (SNAP) to serve the following three Central American countries and be based at one of the Embassies in Honduras, Guatemala or El Salvador.

BASIC FUNCTION OF THE POSITION

The incumbent works to expand the range of employment opportunities for eligible family members; counsels and assists them to identify work opportunities outside the mission, on the local economy and assists with identifying Mission employment as well. Approximately 50% of this position is focused on external relationships. The incumbent reports to the SNAP Coordinator in Washington, DC and is supervised locally by the Management Counselor at post.

A copy of the complete position description listing all duties and responsibilities is attached.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1. EDUCATION:** Four-year college degree in liberal arts from an accredited institution required.
- 2. EXPERIENCE:** Three years experience in the HR Management, career counseling, development work or a related social services field is required.
- 3. LANGUAGE:**
English: Level 3 (Working Level) Speaking/Reading/Writing is required.
Spanish: Level 3 (Working level) Speaking/Reading is required.
Ability to draft memoranda, letters, reports and marketing brochures in English and Spanish is required.
- 4. OTHER CRITERIA:** Strong presentation skills in order to present seminars and workshops to individuals, groups, potential employers, etc. are required.
- 5. INTERPERSONAL SKILLS:** Strong interpersonal, problem-solving and counseling skills are essential.
- 6. OTHER SKILLS:** Proficient in Microsoft Office (Word, PowerPoint, Excel) and internet skills required.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

- 1.** Application for Federal Employment SF-171 or OF-612; or a current resume or curriculum vitae that provides the same information as an OF-612; **plus**
- 2.** Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
- 3.** Any other documentation (e.g. essays, certificates, awards, copies of degrees earned, etc.) that addresses the qualification requirements of the positions as listed above.

SUBMIT APPLICATION TO

Please submit your application to Chugach Systems Integration in Arlington, VA at the address listed below. E-mail and FAX-ed applications will also be accepted. Mailed applications must be postmarked by the closing date of the position. E-mail and FAX-ed applications must be received by the closing date of the position.

Mr. William Carney
Chugach Systems Integration
1235 Jefferson Davis Highway
Arlington, VA 22202
Fax number: 703-413-8889
E-mail: wcarney@chugach-dc.com

CLOSING DATE FOR THIS POSITION: MAY 27, 2005

The US Department of State is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.

REGIONAL EMPLOYMENT ADVISOR (REA)

The Family Liaison Office In Washington, DC is seeking one (1) qualified individual for the position of Regional Employment Advisor under the Strategic Networking Assistance Program (SNAP) to serve the following three Central American countries and be based at one of the Embassies in Honduras, Guatemala or El Salvador.

1. BASIC FUNCTION OF POSITION:

The function of this position is to expand the range of employment opportunities for eligible family members; counsel and assist them identify work opportunities outside the mission, on the local economy as well as identifying positions inside the Mission. Approximately 50% of this position is focused on external relationships. The incumbent reports to the SNAP Coordinator in Washington, DC and is supervised locally by the Management Counselor at post. Quarterly travel to each of the posts is required.

2. MAJOR DUTIES AND RESPONSIBILITIES:

Incumbent is responsible for providing the following client services:

1. Continuously develop and build a network of contacts outside of the mission with senior level management in private corporations, non-government organizations, and officials from the diplomatic community. At the same time, maintain relationships with existing contacts that can be used to make personal introductions of clients, keeping in mind the cultural norms of the host countries.
2. Working with the CLO, gather information on spouses interested in employment before they arrive at post.
3. Establish contact with interested spouses before arrival at post, review resumes and skill sets.
4. Provide spouses with contacts of individuals and companies for informational interviewing or networking purposes.
5. Create and maintain the following permanent databases as a job aid -- (a) potential employers and positions on the local economy; (b) contacts and list services related to employment; (c) volunteer opportunities throughout the expatriate community, NGOs, and mission; (d) spousal resumes.
6. Provide individual client counseling personally and/or through electronic communication in order to assist in the job search process. Provide feedback and advice on ways to improve their marketability through delivery of workshops or seminars addressing issues such as resume writing, job goal definition, networking and interviewing skills, drafting acceptable cover letters and other job-related topics. Jointly develop client marketing plan and support client skills assessment and professional development.

7. Produce and update materials and employment resource publications, as well as information on employment practices. Materials should include a focus on the host country culture with tips on job searching locally through written articles, position papers, training materials and the internet.
8. Communicate periodically with the Management Officers and Human Resources Officers at each mission regarding availability of jobs within the mission, as well as information and requirements of the local labor law, and the work permit process.
9. Coordinate and work with the CLOs to maximize communication with family members through meetings, orientation program and social activities.
10. Participate in on-going, professional development training offered by FLO, both on-line and at LEA training in Washington.
11. Prepare weekly, monthly and other reports, as required.

RANKING FACTORS: Applicants who meet the qualification requirements described above will be further evaluated by determining the extent to which their education, experience, and training indicate they possess the knowledge, skills, and abilities described below. Each applicant should summarize his/her experience, training, and education related to each of the ranking factors below and submit this with the application.

1. Ability to communicate effectively both orally and in writing in English. Ability to communicate effectively in Spanish.
2. Ability to network successfully with local employers.
3. Ability to interact comfortably and effectively with family members at the U.S. embassy, all levels of embassy management and employees, and executives at local companies and organizations.
4. Ability to work independently and deliver results.